

Maricopa County Policies and Procedures	Subject: Personal Property Liability	Number: A2205 Issue Date: 11/91
Approved: Roy Pederson	Initiating Department: Risk Management	

A. Purpose

To identify the conditions under which the County may reimburse employees for the loss of personal property.

B. Policy

- The personal property or belongings of County employees, except for Public Safety personnel, are not insured against loss, theft, damage, or destruction, nor will the County approve a claim for loss, theft, damage, or destruction of employee personal property under the self insurance program.
- Public Safety personnel, such as Sheriff's Deputies and Detention Officers, work in a hazardous environment where physical confrontations may occur and an employee's personal property may be damaged or destroyed in the line of duty. The County may provide reimbursement for items under the following conditions:
 - the uniform or item of personal property is required on the job by the Department as a condition of employment
 - the damage or destruction occurred in the line of duty, ! the employee has not been negligent

Employees will be reimbursed at a percentage of the replacement cost as determined by the items' age and condition prior to damage or destruction. The maximum limits for reimbursable items are:

<u>Item</u>	<u>Max. Reimb.</u>
Uniform items (new)	100%
Uniform items (used)	25%, 50%, or 75%
<u>Non-uniform items:</u>	
Business suit	\$169
Business dress	\$45
Sport coat	\$100
Dress shirt	\$18
Dress trousers	\$35
Dress skirt	\$29
Shoes	\$43
Glasses (prescription)	\$130
Sunglasses (nonprescription)	\$17
Watches	\$52
Flashlight	\$21

C. Authority and Responsibility

All employees are responsible for ensuring that their personal property is secured and safeguarded.

The County assumes no responsibility or liability for personal property except as indicated above.

E. Procedures

Public safety employees should file a claim for reimbursement through the appropriate chain of command with final approval for reimbursement obtained from their Division Commander.